

**TUESDAY, APRIL 12, 2022**

Pursuant to law, the Board of Commissioners met on Tuesday, April 12, 2022 at 9:00 a.m. in the Board of Commissioner's Room and were called to order by the Chairperson.

Pledge of Allegiance

Invocation

PRESENT: Margaret Batzer, Jeff Dontz, Karen Goodman, Eric Gustad, Pauline Jaquish, Nikki Koons and Richard Schmidt

ABSENT: None

**APPROVE MEETING AGENDA**

Moved by Koons, seconded by Batzer to approve the Meeting Agenda, as amended, to move Item #1, under the Miscellaneous Controller and Board Items, Michigan Indigent Defense Grant Budget for FY 2022/23, to right after Public Comment.

Motion Carried

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**CONSENT AGENDA**

Moved by Koons, seconded by Gustad to approve the Consent Agenda which includes the minutes of the March 15, 2022 Board meeting and the April 2022 monthly appropriations and fund transfers.

YEAS: 7 Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

NAYS: 0 None

Motion Carried

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**PUBLIC COMMENT**

None.

**MICHIGAN INDIGENT DEFENSE GRANT BUDGET FOR FY 2022/23**

Jared Henry, Chief Public Defender for Manistee and Benzie Counties appeared before the Board to request approval to submit an Application for the Michigan Indigent Defense Grant Budget for FY 2022/23. The total agency local share for both Manistee and Benzie Counties is \$285,366.94. The Manistee County share is \$192,710.94. This Grant Application has to be submitted by the end of April to the State and there was not a draft available in time for the Ways & Means Committee or the Joint Public Defender Committee. This Grant covers one (1) Chief Public Defender; two (2) Chief Assistant Public Defender, one in Manistee County and one in Benzie County; two (2) Assistant Public Defenders, one in each county; two (2) Office Managers, one in each county; and a

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Case Manager, shared between both Counties, as well as Contractual obligations and normal expenses such as equipment, training and supplies.

Moved by Goodman, seconded by Schmidt to approve the Application to submit the Michigan Indigent Defense Grant Budget for 2022/23 for a local share amount for both Manistee and Benzie Counties totaling \$285,366.94, with \$192,710.94 being the Manistee County share of the Grant.

YEAS: 7 Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer

NAYS: 0 None

Motion Carried

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**TREASURERS REPORT**

Rachel Nelson, County Treasurer, appeared before the Board to present the 1<sup>st</sup> Quarter 2022 Investment Report and an update of the 2022 Foreclosures.

Ms. Nelson reported that the office foreclosed on fifteen (15) properties (which is average) for 2019 unpaid property taxes on April 1, 2022. It was determined that two (2) of the parcels the property owners just let the property go to foreclosure, ten (10) of the parcels are vacant. July 1, 2022 is the deadline for those with property interest to file a Notice of Intention to Claim Excess Proceeds. That process is a year long process with the last step being May 15<sup>th</sup>. There will then be a court hearing and the Judge will rule on disbursements within 21 days.

**ENTERPRISE FLEET MANAGEMENT PRESENTS  
LEASE MANAGEMENT PROPOSAL**

Christopher Tyner, Enterprise Fleet Management, appeared before the Board to present a lease management proposal for the Sheriff’s Office and County Vehicles. Mr. Tyner noted that with the current program of replacing vehicles, vehicle costs are rising and there is a long wait time to get vehicles, increasing operating costs are up, the County has older vehicles, and the resale value of vehicles is low. With a lease program, Enterprise has close relationships and buying power with factory and therefore the order and delivery time is minimal, there will be reduced maintenance and fuel costs because the fleet will be newer (vehicle age will decrease from over 6 years to 3 years), increased vehicle safety and less downtime, equity will increase with the number of newer vehicles, and it is projected that the County will save over \$200,000 over 10 years. The same local shops will be used for maintenance schedules and will be tracked by the program. If a vehicle is totaled, the claim to insurance would be the same method as any other claim. The goal is to move other County vehicles into the program in the near future. Sheriff Gutowski believes this is a good solution for the Sheriff’s Office vehicles, as maintenance is a big issue as is acquiring vehicles. Enterprise can acquire the budgeted vehicles that are to arrive in June 2022 and put them in the program.

Ms. Sagala noted that there is money in the budget for the first year and then plan for future budgets accordingly. Mr. Tyner noted there is no obligation to continue the program if it is not a good fit. The County would only have to fulfill the outstanding balance of lease(s). There is no term requirement. The amount for the budget this year is \$26,270.64 for two (2) Tahoe’s

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Moved by Goodman, seconded by Batzer to support the Agreement with Enterprise Fleet Management not to exceed the current budgeted line item for FY 2021/22.

YEAS: 7 Goodman, Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz

NAYS: 0 None

Motion Carried

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**2022 EQUALIZATION REPORT**

Heather Vasquez, Equalization Director, presented the Board with the 2022 Manistee County Equalization Report and requested approval of Resolution #2022-5 to Adopt the 2022 County Equalization Report as Submitted with the Accompanying Statements including acceptance of the L-4024 and L-4037 forms; and authorize the County Board Chair and the County Clerk to sign the same.

**RESOLUTION #2022-5  
MANISTEE COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT THE 2021 COUNTY EQUALIZATION REPORT AS  
SUBMITTED WITH THE ACCOMPANYING STATEMENTS**

At a regular meeting of the Manistee County Board of Commissioners held in the Manistee County Courthouse & Government Center, 415 Third Street, Manistee, Michigan, on the 12<sup>th</sup> day of April, 2022.

PRESENT: Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

ABSENT: None

The following resolution was offered by Batzer and seconded by Schmidt:

WHEREAS The Equalization Department has examined the assessment rolls of the 14 townships and one city within Manistee County to ascertain whether the real and personal property in the respective townships and cities has been equally and uniformly assessed at true cash value; and

WHEREAS, based on its studies, the Equalization Department has presented to the Board of Commissioners of the County of Manistee, the 2022 Equalization data that equalizes the townships' and cities' valuations, by adding to or deducting from the valuations of the said taxable property in the 14 townships and one city, an amount which represents the true cash value; and

WHEREAS, the attached report is the result of the foregoing process.

THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Manistee, that the accompanying statements be, and the same hereby are, approved and adopted by the Board of Commissioners of the County of Manistee as the equalized value of all taxable property, both real and personal, for each of the 14 townships and one city in said County for real property values equalized at \$1,483,255,100 and personal property values equalized at \$108,026,950 for a total equalized value of real and personal property at \$1,591,282,050 pursuant to Section 211.34 M.C.L., 1948, as amended and to authorize the Chairperson of the County Board of Commissioners and the Clerk of the County Board of Commissioners to sign the L-4024 forms.

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BE IT FURTHER RESOLVED, that the County Board of Commissioners accept the L-4037 forms as prepared and to authorize the Chairperson of the County Board of Commissioners and the Clerk of the County Board of Commissioners to sign the L-4037 forms.

Moved by Batzer, seconded by Schmidt to approve the above Resolution #2022-5, to Adopt the 2022 County Equalization Report as Submitted with the Accompanying Statements including acceptance of the L-4024 and L-4037 forms; and authorize the County Board Chair and the County Clerk to sign the same.

YEAS: 7 Gustad, Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman  
NAYS: 0 None

Motion Carried

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**CENTRA WELLNESS BOARD OF DIRECTORS APPOINTMENTS**

Two (2) individuals to each serve a three (3) year term which will begin immediately and expire March 31, 2025.

One (1) vacancy is for a Primary Consumer and one (1) vacancy is for a Secondary Consumer.

There were no Applicants.

The Clerk will readvertise for the two (2) vacancies.

**POLICY COMMITTEE NOTES/MARCH 25, 2022**

Karen Goodman presented the Policy Committee Notes of March 25, 2022.

The meeting was not called to Order as there was not a quorum present.

A discussion was had regarding the PTO Policy. The new Policy was being worked on before Covid and the discussion is now being revived. Discussions have started with the Unions. Reminded employees that no vacation or personal time is being taken away.

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**WAYS & MEANS COMMITTEE REPORT/APRIL 6, 2022**

Richard Schmidt presented the Ways & Means Committee Report of April 6, 2022.

**FINANCE REPORT**

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Manistee, Michigan 49660

We hereby submit claims for March 1, 2022 through March 31, 2022, and a summary of the On-Demand checks for their review and approval. The totals are as follows:

101 General Fund .....	\$239,082.59
201 County Road Fund.....	0.00
208 Parks/Recreation Trails Fund .....	0.00
215 Friend of the Court Fund .....	0.00
216 Department Contingency Fund.....	0.00
220 Local Revenue Sharing Grant Fund .....	0.00
225 Recycling Fund.....	8,466.67
234 Judicial Technology Fund .....	0.00
235 District Court Services Fund .....	0.00
236 Maintenance of Effort Fund .....	7,966.71
238 Land Bank Authority Fund.....	125.00
239 US Fish & Wildlife Fund .....	0.00
241 AIS Grant Fund .....	0.00
242 Bear Lake Improvement Fund.....	3,375.00
243 Brownfield Redevelopment Authority Fund .....	0.00
244 Brownfield Redevelopment-Joslin Cove.....	577.50
245 Public Improvement Fund .....	0.00
246 Township Improvement Revolving Fund.....	0.00
251 Capital Improvement Fund.....	0.00
252 PRE Audit Fund .....	0.00
253 Remonumentation Fund .....	0.00
254 Medical Care Depreciation Fund.....	0.00
255 Brownfield Site Assessment Fund.....	0.00
256 Register of Deeds Automation Fund .....	1,722.00
257 Budget Stabilization Fund .....	0.00
258 Community Emergency Response Team (CERT) .....	0.00
259 Indigent Defense Fund .....	3,168.40
260 Health Insurance Fund.....	119,805.58
261 9-1-1 Service Fund .....	0.00
262 Dive Equipment Fund.....	0.00
263 Sheriff's Office Forfeited Assets Fund.....	0.00
264 Family Counseling Services Fund.....	0.00
265 Juvenile Drug Court Fund .....	0.00
266 Law Enforcement Training Fund .....	4,222.00
267 Concealed Pistol Licensing Fund .....	0.00
268 Homeland Security Grant Fund.....	0.00
269 Law Library Fund.....	1,393.80
270 Corrections Officer Training Fund.....	2,860.00
271 County Library Fund .....	0.00
272 County Library Trust Fund.....	0.00
273 Technology Fund.....	0.00
274 OHSP Grant Funds .....	0.00
275 Dial-A-Ride Fund.....	0.00
276 Forestry Fund.....	0.00
277 Air Photo Fund .....	0.00
278 LEPC Grant Fund .....	0.00
279 Economic Development - Housing Fund .....	0.00
280 MSHDA Grant Fund .....	0.00
281 American Rescue Plan Act.....	0.00
282 Care Act Fund.....	0.00
283 F.I.A. Benzie County.....	0.00
284 Community Corrections Fund .....	0.00
285 Drunk Driving Case Flow Fund.. ..	0.00
286 Juvenile Intervention Fund.....	0.00
287 Juvenile Accountability Fund.....	0.00
290 Department of Human Services Fund .....	0.00
292 Child Care Fund .....	3,953.50

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293 Soldiers & Sailors Relief Fund.....	12,868.70
294 Veterans Trust Fund .....	0.00
295 Airport Authority Fund.....	59,197.18
296 Juvenile Justice Fund.....	1,250.00
297 Compensated Services Fund.....	145,446.88
298 County Employee Separation Fund.....	0.00
299 Unemployment Fund.....	0.00
356 Fair Board Debt Fund.....	0.00
360 9-1-1 Expansion Construction Fund.....	0.00
361 Jail Expansion Construction Fund.....	0.00
362 Jail Building Bond.....	0.00
368 Library Loan Fund.....	0.00
369 Building Authority Debt Fund.....	0.00
370 County Road Building Debt Fund.....	0.00
461 Building Authority Construction Fund.....	0.00
462 County Road Construction Fund .....	0.00
512 Medical Care Facility Fund.....	0.00
516 Delinquent Tax Revolving Fund .....	968.05
606 Tax Revolving Fund .....	0.00
609 2009 Tax Revolving Fund .....	0.00
610 2010 Tax Revolving Fund .....	0.00
611 2011 Tax Revolving Fund .....	0.00
612 Delinquent Taxes.....	0.00
613 2013 Tax Revolving Fund .....	0.00
614 2014 Tax Revolving Fund .....	0.00
615 2015 Tax Revolving Fund .....	0.00
616 2016 Tax Revolving Fund .....	0.00
617 2017 Tax Revolving Fund .....	0.00
618 2018 Tax Revolving Fund .....	0.00
618 2018 Tax Revolving Fund .....	0.00
619 2019 Tax Revolving Fund.....	0.00
620 Foreclosure Fund.....	20,184.37
701 Trust and Agency .....	0.00
702 OPEB Trust Fund .....	1,784,613.45
801 Drain Fund.....	0.00
 Total:	 <u>\$2,421,247.38</u>
(includes 2 acct. payable runs; on demand checks):	
 Payroll for the period of March 1, 2022 thru March 31, 2022 +	 \$527,329.53
(includes 2 payrolls)	
 <u>Employee Separation Payouts</u> -0-	
 Total to be Claimed and allowed April 12, 2022	 <u>\$2,948,576.91</u>

Moved by Schmidt, seconded by Batzer to approve the on-demand checks, bills and payroll, be accepted in the amount of \$2,948,576.91; and that the same be placed on file.

YEAS:       7       Jaquish, Koons, Schmidt, Batzer, Dontz, Goodman, Gustad  
 NAYS:       0       None

Motion Carried

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TREASURER’S CONTINGENCY FUND PURCHASE

Moved by Schmidt, seconded by Batzer to approve the purchase of the refurbished Currency Counter Machine from the Treasurer’s Office Contingency Fund in the amount of \$1,500.

YEAS: 7 Koons, Schmidt, Batzer, Dontz, Goodman, Gustad, Jaquish

NAYS: 0 None

Motion Carried

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PAYMENT OF UNUSED ACCUMULATED VACATION AND PERSONAL TIME

Moved by Schmidt, seconded by Batzer to approve payment for unused accumulated vacation and personal hours to Zachary Sompels, who resigned from the Planning Department effective March 18, 2022 = \$2,273.37; to be paid from the Employee Separation Fund.

YEAS: 7 Schmidt, Batzer, Dontz, Goodman, Gustad, Jaquish, Koons

NAYS: 0 None

Motion Carried

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FY 2023 COUNTY VETERAN SERVICE GRANT

Moved by Schmidt, Seconded by Batzer to allow Mr. Sullivan to file a Letter of Intent for the FY 2023 County Veteran Service Grant. The other suggested changes regarding Letters of Intent will be forwarded to the Policy Committee.

YEAS: 7 Batzer, Dontz, Goodman, Gustad, Jaquish, Koons, Schmidt

NAYS: 0 None

Motion Carried

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Moved by Schmidt, seconded by Batzer to accept the Ways & Means Committee Minutes of April 6, 2022.

Motion Carried

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**MISCELLANEOUS CONTROLLER AND BOARD ITEMS**

**ARPA UPDATE**

Lisa Sagala, County Administrator/Controller, had received seven (7) applications for ARPA Funds to date. The deadline to apply is Friday, April 22, 2022. After the deadline, applications will be sent to Commissioners for scoring and a meeting will be scheduled to discuss the scoring of the applications. Presentations will then be scheduled before the Board. Ms. Sagala recapped funding, County owned property and proposed expenditures. For the next meeting, Ms. Sagala will have a detailed outline of proposed County expenditures and a list of applicants. It is hoped that the Board can reconvene the first week in May to review the information.

**STRATEGIC PLAN UPDATE**

Goal #3- This goal could help with vocational careers locally. What can we do as a County Board to get groups to engage in County government? Communications is a two way street. Contact Superintendents/or appropriate personnel and one of our goals is to have local civics for different departments/areas of local government. Attitudes about government may be an issue. Youth on Boards to get a younger point of view is an educational process. Improve outreach to school groups like Youth in Government.

Add improve outreach to local youth and youth organizations and increase involvement in local youth groups. Take out 3.1.2; leave 3.1.3; 3.1.6 take out sponsor, add participate and staff various career expos. 3.2.1 add County employers; 3.3.3 need to create a policy, needs succession planning and sustainability. Maybe use some ARPA money to build the education fund and the County could still limit the amount given out annually. The continuing education development fund is where money is budgeted for education. Funds for conference and seminars are in department specific. Commissioner Schmidt cautioned the Board on turning some people down and it could open a can of worms. Employment reimbursement policy is not for Commissioners as there is a separate budget for Commissioner budgets.

**PUBLIC COMMENT**

None.

Adjourn at the Call of the Chair at 11:25 a.m.

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Jill M. Nowak Clerk